

**Manuscript Instructions
for the
Proceedings of the International Tsunami Symposium 2001**
7–9 August 2001, Seattle, Washington

General Introduction

The Proceedings of the International Tsunami Symposium 2001 will be printed in advance and made available to attendees at the symposium.

Do not apply special formatting to your paper, except to indicate italics, sub- and superscript characters, Greek or math symbols, and tables; this is because papers will be edited for both style and format. Therefore, do not format margins, tab sets, font sizes, etc. — keep it as simple as possible. The printed papers will be approximately 10 pages long, including graphics.

The next two pages contain an example of a submitted paper. Please use the example as a guide in preparing your paper, and refer to the checklist following the example to make sure that you have followed all instructions before submitting the paper.

Deadline for submission is 31 March 2001. Earlier submissions are encouraged. Papers received after the deadline will run the risk of not being included in the printed Proceedings.

Send in both electronic and hardcopy form to:

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EXAMPLE OF SUBMITTED PAPER

Double-space all text, please. (Single-space is shown here to save space.)

Real Time Tsunami Reporting

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Abstract

This abstract states, and briefly supports, the most important and interesting findings in the paper. The abstract must not exceed 200 words.

1. A First-Level Heading

This is the first section of our paper. According to Andrews (1998), this is the first section of our paper. This is the first section of our paper. This is the first section of our paper. This is the first section of our paper. This is the first section of our paper.

1.1 A second-level heading

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1.1.1 A third-level heading

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Acknowledgments

The authors wish to thank everyone who helped us with this paper, without whom it would have been finished much sooner.

5. References

[*Journal article*] (**Headings in italics for reference only: do not type.**)

Doney, S.C., W.J. Jenkins, and J.L. Bullister (1997): A comparison of ocean tracer dating techniques on a meridional section in the eastern North Atlantic. *Deep-Sea Res.*, 44, 603–626.

[*Book*]

Barber, D.J. (1990): *History of Tsunamis in the Ancient World*. Dent and Sons, London, 535 pp.

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[Book Chapter]

Broswell, P., and F. Funstermeister (1978): Effects of oceanic tides on the rotation of the Earth. In *Scientific Applications of Lunar Laser Ranging*, edited by C.S. Ringwold, Dover, Mineola, NY, 144–158.

[Laboratory or Technical Report]

Wisegarver, D.P., J.L. Bullister, F.A. Van Woy, F.A. Menzia, R.F. Weiss, A.H. Orsi, and P.K. Salameh (1995): Chlorofluorocarbon measurements in the southwestern Pacific during the CGC-90 Expedition. *NOAA Data Report ERL PMEL-57*, Pacific Marine Environmental Laboratory, Seattle, WA, 98 pp.

[Thesis]

McMinim, C.D. (1980): The final collapse of civilization and its relation to the decline in the study of classical languages. Ph.D. thesis, University of Arizona, Tucson, 759 pp.

[Proceedings Paper]

Bernard, E.N., and F.I. Gonzalez (1994): Tsunami runup distribution generated by the July 12, 1993, Hokkaido-Nansei-Oki earthquake. *Proceedings of the 26th Meeting of the U.S.-Japan Cooperative Program in Natural Resources Panel on Wind and Seismic Effects*, Gaithersburg, MD, 16–20 May 1994, 335–343.

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Figure 1. A diagram showing the extent of the 1723 Southern North Dakota tsunami.

Figure 2. A map of the region under discussion.

Checklist for preparing and submitting papers for the Proceedings of the International Tsunami Symposium 2001

● General Text File Considerations

- ☐ The paper is in English.
- ☐ The hard copy is in double-spaced typing.
- ☐ The paper does not exceed 13 double-spaced pages (including figures), using the equivalent of 12-point Times Roman type with approximately 2.5 cm (1 inch) margins.
- ☐ File format is in WordPerfect, Word, or LaTeX. ASCII text may be submitted as long as non-ASCII characters (i.e., Greek and math symbols) are clearly indicated.
- ☐ A hardcopy version of the text is included to eliminate errors from improper electronic transmission of special characters.
- ☐ Special characters or equations that cannot be typed are clearly handwritten into the hard copy.
- ☐ The software used to create the text is indicated on the diskette or CD-ROM label, along with authors' names and the paper title.
- ☐ Electronic and paper versions are identical.

● Text Formatting

Title, Authors, and Affiliation

- ☐ The title is at the left margin, in capitals and lowercase.
- ☐ Authors' names are at the left margin, with superscript numerals at the end of each name to indicate affiliations, if there are more than one.
- ☐ Footnotes indicating alternate affiliations are typed in parentheses, preceding the text with an asterisk — for example: (* Also at University of Southern North Dakota, Hoople.)
- ☐ Affiliations (organization, city, state, country) are listed one per line, preceded by a superscript numeral to match with corresponding author.

Abstract

- ☐ An abstract is included, not to exceed 200 words.
- ☐ There are no equations in the abstract.
- ☐ There are no acronyms in the abstract.

Text

- ☐ All acronyms are defined at first use.

Section Headings

- ☐ Section headings are on a separate line at the left margin, numbered as shown in the example.

Text Citations

- ☐ References are cited in the text as follows:
(Andrews, 1998)
According to Andrews (1998), the tsunami
(Bailey and Whitworth, 1997)
(Jarvis *et al.*, 1996, 1998)
(Andrews, 1998; Bailey and Whitworth, 1997; Jarvis *et al.*, 1996)
- ☐ Figures are cited in the text by the word “Fig.” or “Figs.” and the figure number, except at the beginning of a sentence, where the word “Figure(s)” is spelled out.

Acknowledgments

- ☐ An acknowledgments section is optional. If included, it is preceded with an unnumbered “Acknowledgments” heading on a separate line at the left margin.

References

- ☐ The references section begins with the word “References” at the left margin.
- ☐ The references are formatted as shown in the example.

Author Addresses

- ☐ Each author’s full mailing address, and e-mail address (in parentheses) is listed after the references.

Figure Captions

- ☐ The figure captions are listed on a new page after the author addresses.

Tables

- ☐ Each table is typed on a separate page at the end of the paper.
- ☐ The table feature of Word or WordPerfect is used, or tabs are set for each column.
- ☐ If the paper was done in LaTeX, the standard table, longtable, or tabular environment is used.
- ☐ The table caption is placed above the table.
- ☐ Tables are lightly formatted. Proper alignment of column headings with their respective columns is clear.

● Graphics

- ☐ No color graphics will be used in the Proceedings — graphics should be designed to reproduce well in black and white or grayscale.
- ☐ Graphics are submitted as postscript (.PS) or encapsulated postscript (.EPS). (If you are unable to provide either format, high resolution .TIFF, .GIF, .JPG, or .BMP files, as well as Macromedia Freehand or Adobe Illustrator files, will be considered.)
- ☐ Maximum figure size is 16.7 cm (6.5 in) wide × 19 cm (7.5 in) high (for a full-page figure with caption). Figures may be as small as 8 cm (3.25 in) wide.
- ☐ Helvetica or Arial font is used in figure lettering.
- ☐ Figure lettering is approximately 7 or 8 point at publication scale.
- ☐ All maps show latitude and longitude and contain a scale and north arrow.
- ☐ Good quality hardcopy versions of the figures are included, labeled in the bottom right corner with the figure number. (In the event that electronic graphics files are unusable, the provided hardcopy graphics will be scanned.)

● Electronic Submission Procedure

- ☐ An electronic version of the paper is submitted in one of the following ways:
 - ☐ sent as an e-mail attachment (to ryan@pmel.noaa.gov)
 - ☐ sent to the ITS2001 FTP site [details to be determined]
 - ☐ mailed on 3.5" PC-compatible floppy diskettes(s)
 - ☐ mailed on a 100-Mb PC Zip disk
 - ☐ mailed on CD-ROM
- ☐ A hard copy of the paper is mailed to the address below.
- ☐ The software used to create the text is indicated (on diskette label or in the e-mail message).
- ☐ Graphics files are named with the proper extension (i.e., .PS, .EPS).
- ☐ The diskette or CD-ROM is labeled with authors' names and the paper title.

● Deadline for Submission

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